



**Montgomery County, Maryland
Office of Human Resources
Training and Organizational Development**

Professional Development Programs

September 2015

Managing Staff Through Change and Stress

September 2, 2015
9:00 am – 11:00 am
Organizational Development Training Center
255 Rockville Pike, Suite 102

Preventing Workplace Harassment

September 2, 2015
9:00 am - 12:00 pm
EOB Auditorium Lobby Level
**(MANDATORY FOR ALL
EMPLOYEES)**

Resolving Conflict in the Workplace

September 2, 2015
1:00 pm – 3:00 pm
Organizational Development Training
Center
255 Rockville Pike, Suite 102

ERS Applying for Retirement A,E, F, G H Retire 11/01/15

September 9, 2015
9:00 am– 10:29 am
COB Auditorium

Health Insurance Applying to Retire Retire 11/01/15

September 9, 2015
10:30 am – 12:00 pm
COB Auditorium

Grant- Funded Contracting

September 14, 2015
10:00 am – 12:00 pm
Organizational Development Training Center
255 Rockville Pike, Suite 102

[OLM: Training Registration - Employees](#)

[OLM: Training Registration - Non-Employees](#)

[OHR Training Website: User Guides, Catalogs and More](#)

⌚ **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document
“OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs.”



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Professional Development Programs

September 2015

FMLA: Overview for Management

September 15, 2015
9:30 am – 12:00 pm
Organizational Development Training
Center
255 Rockville Pike, Suite 102

Becoming a Better Listener

September 16, 2015
1:00 pm - 2:00 pm
EOB Auditorium
Lobby Level

Keeping Cool: Managers Guide to Controlling Emotions Under Pressure

September 16, 2015
10:30 am- 12:30 pm
EOB Auditorium
Lobby Level

ADA As Amended: Employment Law Class

September 17, 2015
1:00 pm – 4:00 pm
Organizational Development Training
Center
255 Rockville Pike, Suite 102

EEO and Diversity Management

September 17, 2015
9:00 am 12:00 pm
EOB Auditorium Lobby Level

Drug Free Workplace- Non DOT Supervisors

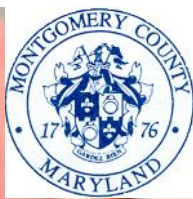
September 23, 2015
9:30 am – 11:30 am
Organizational Development Training
Center
255 Rockville Pike, Suite 102

[OLM: Training Registration - Employees](#)

[OLM: Training Registration - Non-Employees](#)

[OHR Training Website: User Guides, Catalogs and More](#)

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September 2015

Preventing Workplace Harassment

September 23, 2015
9:00 am – 12:00 pm
EOB Auditorium
Lobby Level

Creating a Motivating Environment

September 24, 2015
1:00 pm – 3:00 pm
Organizational Development Training Center
255 Rockville Pike, Suite 102

Emergency Preparedness

September 24, 2015
9:00 am – 11:00 am
Organizational Development Training Center
255 Rockville Pike, Suite 102

Intro to Managing in a Union Setting

September 29, 2015
9:00 am – 12:00 pm
Procurement Office, Comp Training Ctr.
255 Rockville Pike, Suite 180

Manage Conflict in a Union Setting

September 29, 2015
1:00 pm – 4:00 pm
Organizational Development Training Center
255 Rockville Pike, Suite 102

[OLM: Training Registration - Employees](#)

[OLM: Training Registration - Non-Employees](#)

[OHR Training Website: User Guides, Catalogs and More](#)

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How to Enroll in Training Classes Using Oracle Learning Management -

Below are instructions for MCG Employees and Non-Employees (or Partners)

A “Partner” is anyone employed by an organization which partners with MCG, such as HOC, Montgomery College, and MCPS; it also includes MCG temporary employees, contractors, volunteers, and student interns.

If an employee **does not have a username and password, he or she should follow instructions under “Partners”.*

ENROLLING IN A CLASS THROUGH OLM

|  Log-in for Employees |  Log-in for Non-Employees (Contractors, Partners, Volunteers, Interns) |
|--|---|
|  <ol style="list-style-type: none">1. Log-into this link > accessMCG Applications Portal > Click Employee Self-Service > Click blue Employee Self-Service button > Click MCG HR Employee Self Service > Click Learner Home2. From your Learner Home, follow these next steps: |  <ol style="list-style-type: none">1. Log-into this link > accessMCG Extranet Applications Portal > Click Learning Services > Click the blue Go to County Learning button<ul style="list-style-type: none">– The Oracle Applications Home Page will open > Click MCG External Learning Self-Service > Click Learner Home2. From your Learner Home follow these next steps: |

3. Go up to the top-left of the Screen
 - In the drop-down menu change “Course” to “Class”
 - Type *one word from the title of the class* in the window > Click Go
4. Find the class you want to attend
 - To see the **Location**, click on the Class Title and look under Class Resources Bookings for the Venue.
5. Click the Enroll button located on the far right of the screen > Click Review > Click Submit
6. You should now see the class listed under “Enrollments” on your Learner Home page.

If you receive a message that the class is full, you will be given the option to be placed on the waitlist. If you do...

- You should see the class listed on your Learner Home. Look under the “Requested Learning” link at the top left of the screen.
- You will be notified when/if you get into the class.

NON-EMPLOYEES: If you have not set-up a profile in accessMCG Extranet Portal, please look for instructions on the [OHR Training Webpage](#) > Quick Links > OLM Log-in for Partners

Once you Enroll in a class:

- You will receive two *email notifications*
 - The **first email** will be sent the day after your enroll.
 - The **second email** will be sent 7 days prior to the start of the class
 - ; OR
- *Look on your Learner Home Page in OLM*
 - *Classes in which you are enrolled are listed on your Learner Home under “Enrollments”.*
 - *Classes in which you are waitlisted are listed under “Requested Learnings” right below the “Course Catalog” tab at the top-left of the screen.*

Find it Fast:

While the log-in page is open, bookmark the page by using the Internet Explorer “favorites”.

Helpful Hints—ENROLLING IN TRAINING

IMPORTANT WEB LINKS

If you are *NOT* reading this on the computer, here are the instructions for finding the web link when you are back on your computer.

OHR Training Web Page – type into your web browser:

www.montgomerycountymd.gov > Departments > Human Resources > Training.

Oracle Employee Self Service – type into your web browser,

portal.mcgov.org > ePortal > Oracle Employee Self Service

AccessMCG – type into your web browser,

www.montgomerycountymd.gov > Online Services > AccessMCG

FINDING HELP WITH OLM

Below is a table describing the many helpful documents and on-line learning available to help you learn to navigate the OLM.

| Employees | Non-Employees |
|---|---|
| | Instructions to Non-Employees – How to Request Access to MCG Training Catalogs Step-by-Step illustrated instructions to help non-employees go to AccessMCG, set-up a profile, and request approval to access the training catalogs. LOCATION: OHR Training Page |
| OLM User's Guide Provides an overview of the OLM system. Highlights of OLM, accessing the system for employees and partners, system structure, Learning Paths and Certifications, Mandatory Training and OLM Terminology. LOCATION: OHR Training Page | OLM Quick Start Guides for Non-Employees Simplified, illustrated guides to Access the Catalog, Search for a Course, Search for a Class and Enroll in a Class. LOCATION: OHR Training Page |
| Frequently Asked Questions (FAQs) Question and Answer format, searchable by topic. Designed to cover questions from how to access the system, to troubleshooting navigation issues. LOCATION: OHR Training Page | Frequently Asked Questions (FAQs) Question and Answer format, searchable by topic. Designed to cover questions from how to access the system, to troubleshooting navigation issues. LOCATION: OHR Training Page |

IF YOU NEED ADDITIONAL INFORMATION, PLEASE CONTACT A MEMBER OF THE OFFICE OF HUMAN RESOURCES TRAINING TEAM AT 240-777-5116 OR OLM.ADMIN@MONTGOMERYCOUNTYMD.GOV
